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## 1993-94 UNOPA Executive Board Minutes, March

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**UNOPA EXECUTIVE BOARD MEETING**  
**March 3, 1993**

**DATE AND PLACE:**

UNOPA's Executive Board met Wednesday, March 3, 1993, at 3:30 p.m. in the Forestry Conference Room-Plant Industry Bldg. on East Campus.

**ATTENDANCE:**

<b>Present:</b>	Kathy Bennetch	Ruth Bohmont
Louise De Novellis	Jeanette Fisher	Murd Holland
LaRita Lang	Sandy Lineberry	Linda Pence
Michelle Sieber	Rosemary Sieck	Anna Simmons
Ronda Vietz	Sandy Watmore	
<b>Absent:</b>	Luise Berner	Sherry Warren
Carla Werner	Lola Young	Rhonda Zugmier

**CALL TO ORDER:**

The meeting was called to order by President Bennetch at 3:40 p.m.

**APPROVAL OF MINUTES:**

The minutes of the February 3, 1993, Executive Board meeting were approved as printed.

**COMMUNICATIONS:**

President Bennetch received a letter from Shelly Everett expressing her concerns regarding the Floyd S. Oldt Awards. President Bennetch responded personally.

Linda Cooper, President of UNO EOPA, sent President Bennetch materials about their association. Kathy would like to see more networking between UNOPA and UNO EOPA.

Jackie Fuller, NAEOP President-elect, sent a letter thanking us for the honorary membership in UNOPA. She noted her pleasure at being asked to speak for us in February and hopes to return in the future.

President Bennetch received a phone call from Bruce Currin, Human Resources, asking for a meeting with Faye Moulton, Human Resources; Ronald Ross, Affirmative Action & Cultural Diversity; Michelle Sieber, President-elect; Anna Simmons, Director Employee Concerns; and President Bennetch. The meeting will be held on March 16, 1993.

**ANNOUNCEMENTS:**

March 6, 1993, is the date of Ruth Thone's workshop, "Empowering Ourselves As We Age," and will be held at the Nebraska Center for Continuing Education at a cost of \$50.

The February President's Brown Bagger with Shawn Bordeaux was a success. There were many non-UNOPA members in attendance.

The next President's Brown Bagger is April 22 and 23. Liz Carranza-Rodriguez, Multi-Cultural Affairs, will be our speaker.

Saturday evening, March 6, 1993, is the Lincoln-Lancaster Commission on the Status of Women, "Women Who Dare", presentation at the City Union.

<b>TREASURER'S REPORT:</b>	Beginning Balance:	February 1, 1993,	\$2,613.78
	Income:		\$1,608.77
	Expenses:		\$ 258.57
	Ending Balance:	February 28, 1993,	\$3,981.98

Linda Pence moved to accept the Treasurer's Report as given. Seconded by LaRita Lang. **Motion carried.**

#### **STANDING COMMITTEE REPORTS:**

**AWARDS:** President Bennetch reported she has met with Rhonda Zugmier and LaRita Lang regarding the awards presentation in April. LaRita will do the program.

**CORRESPONDING SECRETARY:** LaRita Lang sent a card to Pat Staley whose mother passed away. LaRita reported letters inviting Past Presidents to the April Awards Luncheon will be sent out on Monday. She will have an article in *UNOPA NOTES* about the NEOPA spring meeting.

**EMPLOYEE CONCERNS:** Members of the Executive Board and Employee Concerns Committee met with UAAD members, Pam Murray and Mike Carlson, on Thursday, February 25, 1993. UAAD discussed the new "Evaluation" procedure for evaluating supervisors and department heads. UAAD has asked UNOPA for their help in getting some questions answered. Linda Pence moved to work with UAAD on the evaluation of supervisors process. Seconded by Sandy Lineberry. **Motion defeated.** It is the feeling of the Executive Board that, while there are questions to be answered regarding the evaluation of supervisors process (who will see the evaluation, who will compile the information, and what emphasis will be given to the evaluation), it is too early in the process to press for a directive from Human Resources and the Chancellor's office.

UAAD also asked for UNOPA's input on the sick leave question with regard to the number of days a person may be gone on sick leave for a family member when the UNL employee is required to be present for the family member who is ill. Ruth Bohmont moved UNOPA work with UAAD to define and improve the current statement of sick leave policy regarding family members. Seconded by Sandy Lineberry. **Motion carried.**

Jeanette Fisher presented a copy of a statement to be brought to the general membership in March regarding the Employee Tuition Remission Policy. Sandy Lineberry moved the Tuition Remission proposal be taken to the UNOPA general membership at the March 9, 1993, meeting for their approval or rejection. Seconded by Linda Pence. **Motion carried.**

Anna Simmons moved to bring a constitution change to the Executive Board for review as printed. Seconded by Sandy Lineberry. **Motion denied.**

The Employee Concerns Committee (UNOPA) is submitting to the Executive Board this change in the UNOPA By-Laws as follows:

#### **Article V - Committee**

Section 2--The Employee Concerns Committee (comprised of all sub-committee chairs) shall be responsible for policy statements and report to the membership on results, comments or actions taken on issues. The Employee Concerns Committee shall make policy statements for the Association. Any major policy statement must be "reviewed" before the Executive Board and decided upon by a majority membership vote at a general meeting.

#### **Suggested to read:**

#### **Article V - Committee**

Section 2--The Employee Concerns Committee (comprised of all sub-committee chairs) shall be responsible for policy statements and report to the membership on results, comments or actions taken on issues. All policy statements for the Association shall be made by majority consensus of the Employee Concerns Committee. The Elected officers and membership at large will be notified of any major policy statements in a timely manner.

**Reason for Change:**

When concerns are directed to the Executive Board and decided upon by a majority membership vote at a general meeting, the Employee Concerns Committee does not have ample time to respond to the needs of the organization in a timely fashion. The Employee Concerns Committee should have the responsibility for the issues presented to the group as a whole. This change was the consensus of the Employee Concerns committee present at the February 10, 1993, meeting.

This recommendation for a change in the Constitution was sent back to the Employee Concerns Committee for a rewrite to include the Executive Board as part of the consensus vote.

A letter from Linda Arnold was presented regarding the Parking Advisory Committee. All members of the Executive Board were urged to read the information carefully and ask for input from other employees in their departments and make their suggestions known to Linda Arnold.

President Bennetch talked with John Marker from the Custodial Division and will be attending their staff meetings the end of March.

Anna Simmons, Jeanette Fisher, and Kathy Bennetch will be working on a job description package (like UAAD has done) which will identify each committee chair and outline their job duties.

**FOUNDATION:** Sandy Lineberry reported (5) UNOPA members have been approved by the Foundations Committee for reimbursement: Joey Kramer - \$49.20; Charlotte McAvoy - \$50.00; Michelle R. Strickler - \$50.00. The remaining (2) recipients are Foundation members whose requests were approved by a vote of the UNOPA Executive Board, February 3, 1993: Sandy Lineberry - \$46.33; and Sheila Perry - \$50.00. Theodora Walker's request was not approved due to having received a stipend in June, 1992. The rules state "to allow maximum sharing in the benefits of this fund, stipends will not be granted to the same individual in two consecutive years." The paperwork has been processed with the Foundation and congratulations-approval letters have been written to the applicants. Checks should arrive within the month and will be sent to the applicants at that time. Sandy reported all reimbursement requests were related to taking classes at UNL. The committee has approved (5) \$50 stipends for the period ending June 1.

**HOSPITALITY:** Sandy Watmore reported 95 reservations for the March 9, 1993, General Meeting.

**MEMBERSHIP:** Rosemary Sieck reported 11 newly hired employees have been sent letters about UNOPA.

**NOMINATING:** Sandy Lineberry moved to accept the slate of candidates, presented in a memo from Luise Berner, for the 1993-94 year. Seconded by Sandy Watmore. Motion carried.

**PROFESSIONAL GROWTH:** Lola Young, by written motion, moved the \$654.81, profit from the February 12, 1993, Winter UNOPA Workshop, be transferred from the UNOPA General Fund to UNOPA's Foundation Fund. Seconded by Michelle Sieber. Motion carried.

Lola Young, by written motion, moved after the April 30, 1993, Spring UNOPA Workshop, an honorarium of \$150 be paid to Dr. Lyn Jakobsen for being our presenter. Seconded by Ruth Bohmont. **Motion defeated.** It is the feeling of the Executive Board that by paying Dr. Lyn Jakobsen for being our presenter we would be setting a precedent. In the past we have not paid for our speakers from campus. Sandy Lineberry moved the April 30, 1993, workshop be a non-fee workshop for UNOPA members with a \$5 nominal fee for non-members. Seconded by Jeanette Fisher. Motion carried.

**Rationale:** It is the feeling of the Executive Board that UNOPA members already pay their annual dues and the cost of one workshop. They should get a workshop during the year at no charge.

**UNOPA NOTES:** The deadline for *UNOPA NOTES* is March 15, 1993. The February issue will be sent to NAEOP for competition.

WAYS & MEANS: Ways and Means have 146 cookbooks to sell per Sherry Warren's written report. Her committee is still working on a raffle for spring.

**UNFINISHED BUSINESS:**

Michelle Sieber was confirmed as our representative to the National Advisory Council at the NAEOP Conference and Institute in July, 1993.

**NEW BUSINESS:**

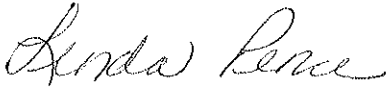
Michelle Sieber moved the UNOPA membership provide refreshments for Sandy Lineberry's installation as NEOPA State President on Saturday, May 22, 1993, at the NEOPA Spring Conference. Seconded by Ruth Bohmont. Motion carried.

Rationale: Sandy will be representing UNOPA as well as the State Association. It is the feeling of the Executive Board that we should take the cost of the refreshments for Sandy's installation out of the UNOPA General Fund.

**ADJOURNMENT:**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Linda Pence".

Linda Pence, Recording Secretary